



designate_wjemp sup

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This setting serves two purposes, it determines the WorkJournal approval path for the employee and allows the supervisor to access the Supervisor menu in EmployeePortal.

[Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor](#)

The screenshot shows the 'EmployeePortal Supervisors' interface. At the top, there is a green header with a home icon, the breadcrumb 'Tables > EmployeePortal Supervisors', and a dropdown menu for 'Payroll' with a grid icon. Below the header, there is a 'Save' button on the left and 'Year: C' and 'Frequency: 6' on the right. The main section is titled 'EMPLOYEE/SUPERVISOR' and contains two search fields: 'Start Employee Name:' and 'Supervisor Name:'. To the right of these fields are buttons for 'Retrieve', 'Print', and 'Upload File'. Below the search fields is a table with columns: 'Delete', 'Employee Number', 'Last Name', 'Gen', 'First Name', 'Middle Name', 'Supervisor Number', 'Last Name', 'Gen', 'First Name', 'Middle Name', and 'User ID'. The table contains one row with a trash icon, '000624', a left arrow, a series of black squares, a right arrow, '000618', 'PRESLEY', a right arrow, 'ELVIS', and 'TESTUSER'. At the bottom of the table, there are navigation controls: 'First', a left arrow, a dropdown with '1', a right arrow, and 'Last'. An 'Add' button with a plus icon is located at the bottom right of the table area.